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Memorandum

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SUMMARY OF 2019 FISCAL NOTE COMMON POLICIES

This summary document provides a one-page overview of the common policies for fiscal notes for use in the 2019 legislative session. It highlights key dates, policies, and commonly used cost assumptions. The full common policies are available online at the General Assembly's website.

Key Dates and Reminders

- The 2019 legislative session begins Friday, January 4, 2019, and is scheduled to adjourn sine die on Friday, May 3, 2019.
- Bill drafts are confidential until introduced. Only use for fiscal note purposes.

FTE and Cost Calculations

Below are several reminders for calculating staffing/FTE costs. For your reference, the table lists allowable costs for several common items.

- Round FTE to the nearest 0.1 FTE and apply salary at the minimum of the range for that position.
- At least 0.5 FTE is required for capital or operating expenses to be provided.
- Calculate furniture and computer costs by rounding to the nearest whole FTE.
- Prorate first year costs to account for the start date of the legislation and the General Fund pay date shift, if applicable.
- Provide a spreadsheet for all responses requiring calculations.
- Costs and salary may differ from the allowable common policy costs if justification is provided.

Cost Component	Allowable Cost	Cost Component	Allowable Cost
Supplies	\$500	Vehicle Mileage (2WD)	\$0.52 per mile
Telephone	\$450	Vehicle Mileage (4WD)	\$0.55 per mile
Computer	\$900	Computer Programming (FY 19-20)	\$106 / \$165 per hour
Software	\$330	IT Project Manager (FY 19-20)	\$145 per hour
Cubicle/Workstation	\$3,473	IT Business Analyst (FY 19-20)	\$120 per hour
Legal Services	\$103.63 per hour	Network Administrator (FY 19-20)	\$111 per hour